

**Santa Paula Unified School District
PERSONNEL COMMISSION AGENDA**

**PERSONNEL COMMISSION MEETING
HUMAN RESOURCES OFFICE
500 E. Santa Barbara St.
Santa Paula, CA 93060
Thursday, April 15, 2021 - 4:00 P.M.**

Anyone wishing to submit written material regarding an item on this agenda must submit it in time to be included with the agenda packet. Anyone wishing to speak regarding an item on this agenda must complete a yellow slip identifying the item and hand it to one of the staff members prior to the start of the meeting.

A. ROLL CALL

A roll call of the Personnel Commission will be conducted.

B. APPROVAL OF MINUTES

It is recommended that the Personnel Commission approve the minutes of the regular meeting on March 18, 2021.

C. APPROVAL OF ORDER OF AGENDA ITEMS

D. PUBLIC COMMENTS

Public comment from the audience on agenda and/or non-agenda items (no action may be taken).

E. REPORTS AND DISCUSSION

1. Director's Report

F. OLD BUSINESS – ACTION OR INFORMATION

1. None

G. NEW BUSINESS – ACTION OR INFORMATION

1. Annual Budget 2021/2022 – 1st Reading **Action**
It is recommended that the Personnel Commission accept the 1st Reading of 2021/2022 Annual Budget as presented.
 - a. Set Date of Public Hearing **Action**
2. Eligibility lists for Campus Supervision Assistant and Skilled Maintenance Worker I **Action**
3. Personnel Activity Report for March **Information**

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

1. May 20, 2021

J. ADJOURNMENT

Santa Paula Unified School District
Classified Human Resources Office - Personnel Commission
500 E. Santa Barbara St.
Santa Paula, CA 93060

PERSONNEL COMMISSION MINUTES

March 18, 2021

ROLL CALL

COMMISSION MEMBERS

Present:

Mary Lowe, Chair
Karen Harrison, Vice-Chair
Jeff Steiger, Member

Staff Present:

Cynthia Carrillo, Executive Director-Human Resources
Renee Vasquez, Human Resources Assistant-Classified
Sonia Bautista, Human Resources Analyst-Classified

CALL TO ORDER

The regular meeting of the Personnel Commission was called to order by Chair Lowe at 4:05 p.m.

APPROVAL OF MINUTES

March 18, 2021

UPON A MOTION BY MS. HARRISON WITH A SECOND BY MR. STEIGER, THE ITEM WAS OPENED FOR DISCUSSION.

Ms. Lowe noted that the previous month's minutes did not have her correct title. Ms. Carrillo advised the minutes would be amended.

THE ITEM WAS APPROVED WITH A 3-0 VOTE.

APPROVAL OF ORDER OF AGENDA ITEMS

UPON A MOTION BY MS. HARRISON WITH A SECOND BY MR. STEIGER, THE ITEM WAS OPENED FOR DISCUSSION. WITH NO COMMENTS, THE ITEM WAS APPROVED WITH A 3-0 VOTE.

PUBLIC COMMENTS

None

REPORTS AND DISCUSSION

Director's Report

The HR Director provided a handout and discussed vacancies, recruitments, hiring subs, and meetings with Ms. Carrillo and principals regarding the needs of staff support once students return to campus.

Mr. Steiger expressed concern regarding the advertising for Occupational Therapist and Special Ed positions. Ms. Carrillo stated that those vacant positions are posted in EdJoin and flyers were sent out with food services lunch meal bags. Ms. Carrillo also mentioned the possibility of placing flyers in laundry mats.

OLD BUSINESS

None

NEW BUSINESS

Eligibility Lists for Special Program Assistant-Bil and Office Assistant (Bilingual)

UPON A MOTION BY MS. HARRISON WITH A SECOND BY MR. STEIGER, THE ITEM WAS OPENED FOR DISCUSSION.

THE ITEM WAS APPROVED WITH A 3-0 VOTE.

Personnel Activity Report for February

UPON A MOTION BY MS. HARRISON WITH A SECOND BY MR. STEIGER, THE ITEM WAS OPENED FOR DISCUSSION.

THE ITEM WAS APPROVED WITH A 3-0 VOTE.

COMMISSION COMMENTS

None

SCHEDULE NEXT REGULAR MEETING

The next regular meeting was scheduled for 4:00 p.m., Thursday, April 1, 2021.

CONVENE TO CLOSED SESSION

Public Employee Performance Evaluation

G.C. § 54954.5, 54957

Title: Executive Director, Human Resources-
Classified

Convened to closed session at 4:24 p.m.

RECONVENE TO PUBLIC SESSION

Reconvened to open session at 4:58 p.m.

ADJOURNMENT

The meeting was adjourned at 4:59 p.m.

Cynthia Carrillo, Executive Director, Human Resources-Classified
and Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the regular meeting of Thursday, March 18, 2021 as approved by the Santa Paula Unified School District.

Chair, Personnel Commission

Date



SANTA PAULA UNIFIED SCHOOL DISTRICT

Personnel Commission
Mary Lowe, Chair
Karen Harrison
Jeff Steiger

Date: April 15, 2021

To: Personnel Commission

From: Cynthia Carrillo,
Executive Director, Human Resources-Classified

Re: 2021-2022 Annual Budget – 1st Reading

A proposed ***Annual Financial And Budget Report for Fiscal Year 2021-2022*** is being presented to the Personnel Commission for their review and consideration.

The 2021-2022 recommended budget for the Personnel Commission is \$27,439 (or approximately 5.07%) higher than last year's budget.

The increases to the Personnel Commission budget include the following:

Salaries (2000) – Last Year: \$333,917 – This Year: \$350,500 – **Increased by \$16,583.**
Rationale for Increase: Salaries will increase due to longevity increases. Budget will cover any possible negotiated salary increase for the 2021-2022 school year.

Employee Benefits (3000) – Last Year: \$163,627 – This Year: \$170,483 – **Increased by \$6,856.**
Rationale for Increase: Increases to PERS, OASDI & Medicare, Worker's Comp, Health & Welfare.

Supplies (4000) – Last Year: \$7,500 – This Year: \$9,000 – **Increased by \$1,500.**
Rationale for Increase: Budget was increased by \$1,500 to begin purchasing equipment to prepare to implement online testing in the near future.

Services & Other Operating Expenses (5000) – Last Year: \$35,500 – This Year: \$38,500 – **Increased by \$3,000.**
Rationale for Increase: Budget was increased to cover conference attendance for Commissioners to attend CSPCA Conference during the 2021-2022 school year.

Equipment (6000) – Last Year: \$500 – This Year: \$00.00 – **Decreased by \$500.**
Rationale for Decrease: No expenditures are expected to be made under this budget for the 2021-2022 school year.

Personnel Commission/Classified Human Resources
500 E. Santa Barbara St., Santa Paula, CA 93060
Phone Number 805-933-8805 Fax Number 805-933-8025
www.santapaulaunified.org

April 15, 2021
2021-2022 Annual Budget – 1st Reading
Page 2

A Public Hearing and approval of the final 2021-2022 Personnel Commission Budget will be held at the next regular meeting of the Personnel Commission on May 20, 2021.

Once the 2021-2022 Personnel Commission Budget is approved by the Personnel Commission, it will be sent to the Ventura County Office of Education in accordance with Education Code Section 45253.

**ANNUAL FINANCIAL AND BUDGET REPORT
FISCAL YEAR 2021-2022**

			2020-2021 Budgeted Amount (dollars only)	2021-2022 Proposed Budget (dollars only)
2000	CLASSIFIED SALARIES¹			
	2300	Administrative Personnel	153,653.00	145,000.00
		Commission Members ²	2,500.00	2,500.00
	2400	Clerical & Other Office	175,764.00	201,000.00
	2900	Other	2,000.00	2,000.00
<i>Subtotal</i>			333,917.00	350,500.00
3000	EMPLOYEE BENEFITS			
	3100	STRS	--	--
	3200	PERS	75,563.00	79,580.00
	3300	OASDI & Medicare	25,353.00	26,300.00
	3400	Health & Welfare Benefits ³	55,088.00	56,500.00
	3500	SUI	166.00	163.00
	3600	Worker's Compensation	7,457.00	7,940.00
	3900	Other Benefits	--	--
<i>Subtotal</i>			163,627.00	170,483.00
4000	SUPPLIES			
	4300	Other Supplies	4,000.00	5,000.00
		Literature, Periodicals	1,000.00	1,000.00
		Office Supplies	2,500.00	3,000.00
		Examinations Purchase	--	--
		Printing & Forms	--	--
		Other	--	--
	4400	Non-Capitalized Equipment	--	--
<i>Subtotal</i>			7,500.00	9,000.00

¹ Include only those expenditures directly attributable to the activities of the Commission and its employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the Personnel Director.

² Salaries for Commission members should not be included without prior and specific authorization by the Governing Board (*Education Code Section 45250*).

³ Group medical benefits cannot be provided to former Personnel Commission members.

		2020-2021 Budgeted Amount (dollars only)	2021-2022 Proposed Budget (dollars only)
5000	SERVICES & OTHER OPERATING EXPENSES		
5200	Travel & Conference Expense		
	Mileage (Local)	3,000.00	2,700.00
	Expense Allowance	2,000.00	--
	Conference	4,000.00	8,100.00
5300	Dues & Membership	5,500.00	4,000.00
5500	Utilities & Operating Expenses		
	Electricity	--	--
	Heat	--	--
	Water	--	1,200.00
	Other	--	--
5600	Rentals, Leases & Repairs		
	Leasing of Equipment	4,500.00	3,000.00
	Equipment Maintenance Contracts	--	--
	Other	--	--
5800	Other Services & Operating Expenses		
	Advertising	4,500.00	4,000.00
	Salary Classification Surveys	--	--
	Physical Examination	3,000.00	3,000.00
	Fingerprinting	4,000.00	4,000.00
	Other Recruitment Expense	--	--
	Legal Expenses	5,000.00	5,000.00
	Contracted Testing	--	--
	Contracted Personnel Services	--	--
	Other	--	3,500.00
5900	Communications		
	Telephone/Fax	--	--
	Postage	--	--
	Other	--	--
Subtotal		35,500.00	38,500.00

		2020-2021 Budgeted Amount <i>(dollars only)</i>	2021-2022 Proposed Budget <i>(dollars only)</i>
6000	EQUIPMENT		
6400	New Equipment		
	Office Furniture	--	--
	Office Equipment	500.00	--
	Other	--	--
6500	Equipment Replacement	--	--
<i>Subtotal</i>		500.00	0

Total Budget Designated for Personnel Commission	541,044.00	568,483.00
---	------------	------------



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

March 16, 2021

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the Campus Supervision Assistant Eligibility List has been completed.

Recruitment type:	<u>Open and Promotional</u>
-------------------	-----------------------------

Number of District employees that applied	00
---	----

Number of Applications	09
------------------------	----

Number of Applicants Tested (supplemental)	09
--	----

Number of Applicants Passing Test	05
-----------------------------------	----

Number of Applicants to be Certified	05
--------------------------------------	----

It is recommended that the Eligibility List for Campus Supervision Assistant be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

April 1, 2021

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the **Skilled Maintenance Worker I** Eligibility List has been completed.

Recruitment type:	<u>Open and Promotional</u>
-------------------	-----------------------------

Number of District employees that applied	05
---	----

Number of Applications	16
------------------------	----

Number of Applicants Tested (written)	08
---------------------------------------	----

Number of Applicants Tested (oral)	08
------------------------------------	----

Number of Applicants Passing Test	04
-----------------------------------	----

Number of Applicants to be Certified	04
--------------------------------------	----

INTERVIEW COMMITTEE:

Micah George, *HVAC Maintenance/Electrical* – Pleasant Valley School District

Marcos Lopez, *Grounds Manager* – Oxnard School District

It is recommended that the Eligibility List for **Skilled Maintenance Worker I** be certified as presented.

CLASSIFIED PERSONNEL ACTIVITY REPORT

MARCH 2021

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
------	------	----------	-------	----------------

PROBATIONARY ASSIGNMENT

Diana Martinez	Glen City	Instructional Asst.-ASP	4.0/day	01/29/2021
Elizabeth Lomeli	Glen City	Instructional Asst.-Sp Ed.	5.5/day	02/05/2021
Lizbeth Vazquez	Isbell	Instructional Asst.-ASP	4.0/day	02/08/2021
Leslie Magana	Bedell	Instructional Asst.-SD	5.5/day	02/12/2021
Donna De Leon	Bedell	Instructional Asst.-SD	5.0/day	02/12/2021
Daniel Cancino	Isbell	Instructional Asst.-SD	5.5/day	02/16/2021
Raymond Flores	Isbell	Instructional Asst.-Sp Ed.	5.5/day	02/18/2021

EXHAUSTED ALL PAID LEAVE

Christine Elizalda	Thille	Instructional Asst.-ASP	4.0/day	02/03/2021
--------------------	--------	-------------------------	---------	------------

RESIGNATION

Marisa Lovato	SPHS	Inst. Asst.-Special Ed.	5.0/day	02/19/2021
---------------	------	-------------------------	---------	------------

LIMITED TERM

Haley Galvan	McKevett	Inst. Asst.	2.0/day	01/11/21-05/28/21
Maricruz Magana	McKevett	Inst. Asst.	2.0/day	01/11/21-05/28/21
Tillie Garcia	Glen City	Inst. Asst.-Speech Bil.	1.0/day	01/20/21-06/03/21
Leticia Salazar	SPHS	Inst. Asst.-Special Ed.	1.0/day	02/25/21-06/03/21
Maria Castillo	SPHS	Inst. Asst.-Bil.	4.0/day	02/26/21-06/03/21
Leticia Arana	Glen City	Inst. Asst.	up to 5.0/day	extended to 06/03/21
Stephanie Gomez	McKevett	Inst. Asst.	up to 5.0/day	extended to 06/03/21
Kathy Salazar	Bedell	Inst. Asst.	up to 5.0/day	extended to 06/03/21
Stephanie Solis	McKevett	Inst. Asst.	up to 5.0/day	extended to 06/03/21

March 10, 2021

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
------	------	----------	-------	-------------------

AVID TUTORS

Edith Campa				02/19/2021
-------------	--	--	--	------------

Yamit Garcia-Cano				02/19/2021
-------------------	--	--	--	------------

CHANGE IN ASSIGNMENT

Ruben Barreto	Isbell	Campus Safety Asst.	3.0/day	03/01/2021
---------------	--------	---------------------	---------	------------